

Applying for Special Assistance Provision 2/3

Training for sponsors
applying for a base year
for Special Assistance:
Provision 2 or 3

Professional Standards Learning Code: 3110
Length: 1 Hour



Updated March 2016

Web-based Training Worksheet

- If you have not already downloaded the Training Worksheet, please do so before advancing. In order to receive credit for this training, you will be required to submit this worksheet to ADE.

[Applying for Special Assistance Provision 2 and 3 - Web-based Training Worksheet](#)



The light bulb icon will be a reminder to answer questions on your worksheet.

- **All questions** on the Worksheet need to be completed before submitting to ADE.

Purpose of the Training

School Food Authorities (SFAs) who wish to apply for Special Assistance must complete this web-based training as part of the application.

This training will:

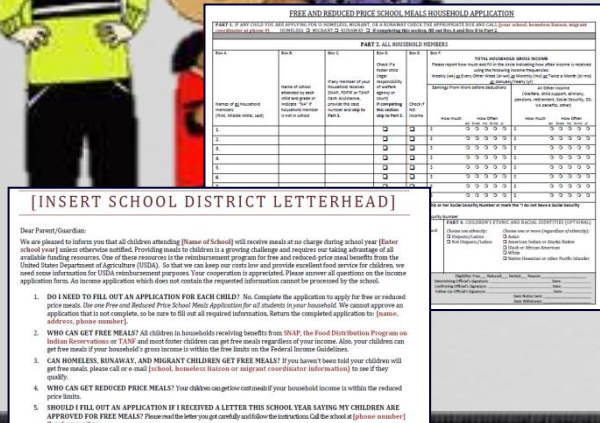
- Explain the Special Assistance Provision Program.
- Identify responsibilities SFAs must complete during their base year prior to first day of school.
- Identify responsibilities SFAs must complete during their base year once school starts.
- How to change Provisions.
- Review the Special Assistance application.

(Please note: These responsibilities are not for SFAs operating a non-base year.)

What is Special Assistance?

Special Assistance is a provision of the National School Lunch Program (NSLP) designed to reduce administrative responsibility for SFAs while providing meals to children **at no cost**.

- During the first year, or the **base year**, schools make eligibility determinations and take meal counts by Free/Reduced/Paid (just like normal NSLP) and the child is not charged.



How does it work?

- Each **month**, the school still submits the claim for total **FREE, REDUCED** and **PAID** meals for each meal service.



Happy Elementary School

Breakfast - Severe Need

Number of Days Served:	19
Free Meals Served:	10821
Reduced-Price Meals Served:	1144
Paid Meals Served:	1399
Total Meals Served:	13364
Participants Enrolled:	839

Lunch - High Rate

Number of Days Served:	19
Free Meals Served:	12028
Reduced-Price Meals Served:	842
Paid Meals Served:	798
Total Meals Served:	13668

Participants Approved for Free Meals:	718
Participants Approved for Reduced-Price Meals:	53
Participants Approved for Paid Meals:	70
Participants Enrolled:	839

Afternoon Snack - High Rate

Days Served:	9
Meals Served:	598
Participants Enrolled:	839

Attendance Factor

Attendance Factor:	94.77 %
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How does it work?

- At the end of the **base year**, the site has submitted a claim of free, reduced and paid meals for each month of service.



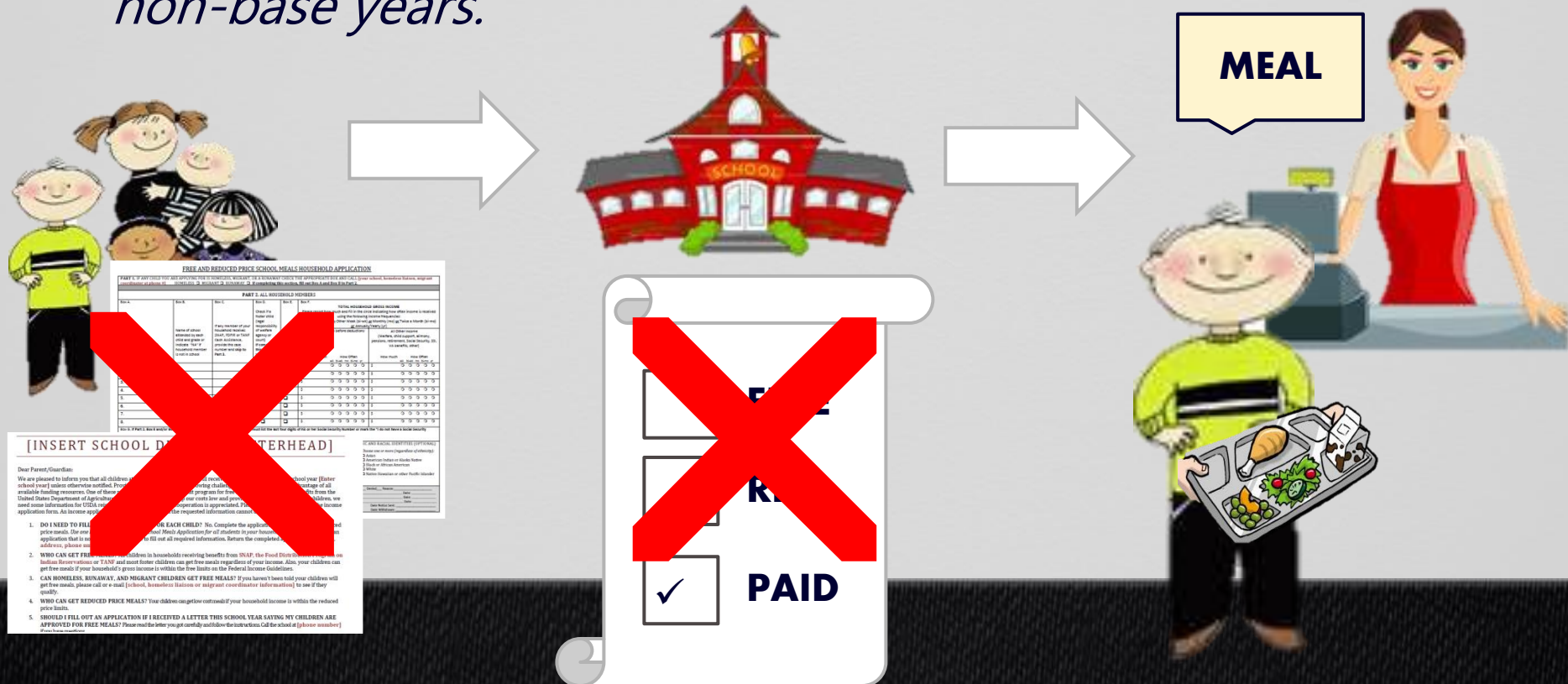
AUGUST Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	1
Free Meals Served:	1
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	1
Participants Enrolled:	
Lunch - High Rate	
Number of Days Served:	1
Free Meals Served:	1
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	1
Participants Approved for Free Meals:	
Participants Approved for Reduced-Price Meals:	
Participants Approved for Paid Meals:	
Participants Enrolled:	
Afternoon Snack - High Rate	
Number of Days Served:	
Free Meals Served:	
Participants Enrolled:	
Attendance Factor	
Attendance Factor:	94.77 %

SEPTEMBER Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	
Free Meals Served:	
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	
Participants Enrolled:	
Lunch - High Rate	
Number of Days Served:	
Free Meals Served:	
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	
Participants Approved for Free Meals:	
Participants Approved for Reduced-Price Meals:	
Participants Approved for Paid Meals:	
Participants Enrolled:	
Afternoon Snack - High Rate	
Number of Days Served:	
Free Meals Served:	
Participants Enrolled:	
Attendance Factor	
Attendance Factor:	

OCTOBER Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	19
Free Meals Served:	10821
Reduced-Price Meals Served:	1144
Paid Meals Served:	1399
Total Meals Served:	13364
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Afternoon Snack - High Rate	
Number of Days Served:	9
Free Meals Served:	598
Participants Enrolled:	839
Attendance Factor	
Attendance Factor:	94.77 %

How does it work?

- During the next few years, or **non-base years**, the school makes no new eligibility determinations and count only the total number of reimbursable meals served each day. *Reduced administrative responsibilities occur during the non-base years.*



Special Assistance Timeline

Examples

Provision 2

	Year 1	Year 2	Year 3	Year 4	
2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Normal NSLP	Base Year	First Non-Base Year	Non-Base Year	Last Non-Base Year	Normal NSLP

Provision 3

	Year 1	Year 2	Year 3	Year 4	Year 5	
2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Normal NSLP	Base Year	First Non-Base Year	Non-Base Year	Non-Base Year	Last Non-Base Year	Normal NSLP

Base Year

A Base Year still requires the site to do the same administrative responsibilities as when operating NSLP, such as:

- Distribute/collect and certify household applications
- Conduct Direct Certification
- Conduct Verification
- Notify households of their eligibility
- Count/claim meals by eligibility category

So a base year is like operating normal NSLP but everyone eats at no cost...

Non-Base Years

Non-base years are the operating years with reduced administrative responsibilities.

You do NOT:

- Distribute/collect and certify household applications
- Conduct Verification activities (the report is still required)
- Count/claim meals by eligibility category

*Seems a lot
different than
the base year...*



Passing a Base Year

- ✓ During the base year, ADE will conduct an administrative review that looks at your certification procedures, counting and claiming procedures and point of service (POS).
- ✓ You will receive a letter from the Special Assistance coordinator if you have passed your base year or if you need to re-do your base year.





Operating a Base Year

Base Years

Operate the same as previous years when operating NSLP:

1. Collect Student Eligibility:

- Conduct Direct Certification at least 3 times during the school year
- Distribute/collect and certify household applications
- Notify households of their eligibility status
- Conduct Verification activities and submit the CNPVerification report by February 1st

2. Count/claim meals by eligibility category

- Daily meal counts
- Daily Edit Checks



**You do all the
same tasks but
every child eats
at no cost!**

What does it mean to be 'non-pricing'?

- Non-pricing is when a school provides meals to students at no cost to the household.
- The SFA will get reimbursement based on the Free, Reduced and Paid eligibility determinations.
- Free is an eligibility status under NSLP that provides free benefits for students who meet the categorical and/or income guidelines that will provide meals at no cost to the family and USDA provides the "free" reimbursement rate to the school.



**Just because
they eat at no
cost doesn't
mean they are
claimed free...**

PRIOR TO FIRST OPERATING DAY OF SCHOOL

	Tasks	When
1.	CNP Web Site and Sponsor Application	Rollover beings June 1
2.	Media Release Advertise the sites and programs (Breakfast/Lunch) approved for Special Assistance that are non-pricing to increase participation.	July & August
3.	Conduct Direct Certification via Common Logon CNP Direct Certification	Complete <i>after</i> July 1
4.	Distribute Household Applications together with Non-Pricing Parent Letters.	Can be sent <i>after</i> July 1
5.	Certify Household Applications	Within 10 days of application returned to school

The following slides will review each of these tasks.



Available
June 1st

1. CNP Web Site/Sponsor Application

Like previous year's operation, SFAs must still submit the site and sponsor application via CNP Web; however, the SFA must indicate that they are participating a Base Year on their site AND sponsor application.

SITE APPLICATION	SPONSOR APPLICATION
Section 8: School Breakfast Program Section 9: National School Lunch Program	Section 5: General Information

CNP WEB SITE APPLICATION

SECTION 8. SCHOOL BREAKFAST PROGRAM

Participation:	<div></div>
Severe Need Breakfast Program Eligibility:	Eligible *
Offer versus Serve Implemented During Breakfast :	Yes
Amount Charged to Students for Reduced-Price Breakfast:	0.00
Amount Charged to Students for Paid Breakfast:	0.00
Meal Service Type(s) (check all that apply):	<div><input checked="" type="checkbox"/> Breakfast in the cafeteria/main dining area</div> <div><input type="checkbox"/> Breakfast in the classroom</div> <div><input type="checkbox"/> Grab and go breakfast carts</div> <div><input type="checkbox"/> Breakfast on the school bus</div> <div><input type="checkbox"/> Other, please describe:</div>
Meal Service Type 'Other' Description:	

DROP DOWN:

- Base Year for Special Assistance Provision 2
- Base Year for Special Assistance Provision 3

Need to be non-pricing if Base Year for Breakfast.
(Prov. 3= optional)

CNP WEB SITE APPLICATION

SECTION 9. NATIONAL SCHOOL LUNCH PROGRAM

YELLOW PACKET PAGE 7

Participation:	<div></div>	DROP DOWN: <ul style="list-style-type: none">• Base Year for Special Assistance Provision 2• Base Year for Special Assistance Provision 3
Offer versus Serve Implemented During Lunch:	Yes	
Amount Charged to Students for Reduced-Price Lunch:	0.00	Need to be non-pricing if Base Year for Lunch. (Prov. 3= optional)
Amount Charged to Students for Paid Lunch:	0.00	

CNP WEB SPONSOR APPLICATION

SECTION 5. GENERAL INFORMATION

Type of Sponsoring Authority	Public - Educational Institution
Participate in the USDA Foods Program:	Yes
High-Rate Lunch Reimbursement Eligibility:	Eligible *
Menu Certification Reimbursement Eligibility:	Yes *
Do you have a Local Wellness Policy?	Yes, implemented
Do you have a School Food Safety Plan (in accordance with the Process Approach to HACCP)?	Yes, implemented
Special Assistance Provision 2/3 Participation Status:	<input type="text"/>
How many sites do you wish to enroll in the Special Assistance Provision 2/3 Program?	<input type="text"/>

DROP DOWN:

- Base Year for Special Assistance Provision 2
- Base Year for Special Assistance Provision 3

Number needs to reflect the number of sites received approval to operate in a Base Year Certified Memo from ADE.

CNP WEB SPONSOR APPLICATION

SECTION 9. FORMS FOR FREE AND REDUCED-PRICE MEALS

Household Applications:
(check all that apply)

- ☒ Household application provided by ADE
- ☐ Electronic/online household application
- ☐ Scanable household application
- ☐ Custom paper-based household application
- ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center

Parent Letter (instructions) to
accompany household applications:
(check all that apply)

- ☒ Parent letter provided by ADE
- ☐ Parent letter to accompany electronic/online household application
- ☐ Parent letter to accompany scanable household application
- ☐ Parent letter to accompany custom paper-based household application
- ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center

Notification Letter:
(check all that apply)

- ☒ Notification letter provided by ADE
- ☐ Notification letter to accompany electronic/online household application
- ☐ Notification letter to accompany scanable household application
- ☐ Notification letter to accompany custom paper-based household application
- ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center

Yes, you DO need
to notify the
families when
non-pricing.

July/August

2. Media Release

Like previous years' operation, SFAs must continue to provide notification that nutritious meals are available at school; however, the SFA must update that meals are provided at no cost.

A sample [Media Release](#) template is available on the ADE website. Since all meals are served to children at no charge, ensure appropriate changes are made to the media release such as no meal charges.



Accessible *after*
July 1

3. Conduct Direct Certification

Like previous year's operation, SFAs must still conduct Direct Certification at a minimum of 3x during the school year.

- By the 45th operating day
- 3 months after the initial effort
- 6 months after the initial effort

For help conducting Direct Certification, please use the [Step by Step: How to Conduct Direct Certification web-based guides](#).

For all matches, families must still be notified of their free meal benefits. Reminder: a match for one child in SNAP or TANF extends to all household members for the entire school year.



Can be sent
after July 1.

4. Distribute Household Applications together with Non-Pricing Parent Letters.

Like previous year's operation, SFAs must still distribute household applications and the parent letter.

Application for Free and Reduced-Price School Meals

Complete one application per household. Please use a pen and a pencil.

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12. (Household members do not include additional names. Check student status of parent.)

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FUPM?

STEP 3 Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2.)

STEP 4 Please read the letter to the parent/guardian. We are pleased to inform you that all children attending [Name of School] will receive meals at no charge during school year [Enter school year] unless otherwise notified. Providing meals to children is a growing challenge and requires our taking advantage of all available funding resources. One of these resources is the reimbursement program for free and reduced-price meals benefits from the United States Department of Agriculture (USDA). So that we can keep our costs low and provide excellent food service for children, we need some information for USDA reimbursement purposes. Your cooperation is appreciated. Please answer all questions on the income application form. An income application which does not contain the requested information cannot be processed by the school.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to [name, address, phone number].

2. WHO CAN GET FREE MEALS? All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.

3. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? If you haven't been told your children will get free meals, please call or e-mail [school, homeless liaison or migrant coordinator information] to see if they qualify.

4. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits.

5. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at [phone number] if you have questions.

The household application and parent letter templates are found on the [ADE Webpage: Program Forms](#).

Within 10 days
of receiving the
application

5. Certify the Application

Like previous year's operation, SFAs must still certify the household application within 10 days of receiving the application and update the Benefit Issuance Document (BID).

Once the application is complete and certified, the SFA must notify the household of their eligibility status.


The notification of benefits template is found on the [ADE Webpage: Program Forms](#).

NOTIFICATION LETTER FOR SCHOOL MEALS

Dear Parent/Guardian,

This letter is a notification of meal benefits for your child(ren). Your child has been:

<u>Approved</u>	<u>Denied</u>
<input type="checkbox"/> Approved for free meals	<input type="checkbox"/> Income over the allowable amount
<input type="checkbox"/> Approved for reduced-price meals at _____ cents for lunch and _____	<input type="checkbox"/> *SNAP/ICA/FDPIR case # invalid
	<input type="checkbox"/> Incomplete application. The following is missing: _____ _____
	<input type="checkbox"/> Other: _____

 If you do not agree with the decision you may discuss it with the school official. You also have the right to a fair hearing. This can be done by contacting the following official:

Name Address Phone

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in household size, you may fill out another application at that time.

This notification may qualify your child for other benefits such as educational scholarships, fee waivers and specific educational programs. Take this letter to the district office for more information on these benefits.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800)795-3272 or (202)720-0382 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely,



REVIEWING THE FLOW OF HOUSEHOLD APPLICATIONS

[illegible]

Income Matrix to determine value									
Estate From the DEED, Income Deductions - July 1, 2011 - June 30, 2015									
Family Size	Family Error-From-Prize	BOOK OF PRIZE OR BONUS WAS RECEIVED			Family Error-From-Prize	Family Error-From-Prize	Family Error-From-Prize	Family Error-From-Prize	Family Error-From-Prize
		Prize	Estate-Prize	Estate-Prize					
1	14,500 to 17,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500
2	20,000 to 24,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
3	25,000 to 30,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
4	30,000 to 35,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5	35,000 to 40,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
6	40,000 to 45,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7	45,000 to 50,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
8	50,000 to 55,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
9	55,000 to 60,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
10	60,000 to 65,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
11	65,000 to 70,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
12	70,000 to 75,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
13	75,000 to 80,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
14	80,000 to 85,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
15	85,000 to 90,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
16	90,000 to 95,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
17	95,000 to 100,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000
18	100,000 to 105,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
19	105,000 to 110,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000
20	110,000 to 115,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000
21	115,000 to 120,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000
22	120,000 to 125,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
23	125,000 to 130,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
24	130,000 to 135,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
25	135,000 to 140,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
26	140,000 to 145,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
27	145,000 to 150,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
28	150,000 to 155,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
29	155,000 to 160,000	155,000	155,000	155,000					

Household Application and Non-Pricing Parent Letter

Household Application
completed and sent
back to school. School
DATE STAMPS

Using the Income Eligibility Guidelines and Error Prone Guidelines, determine Free, Reduced, Paid and flag Error Prone. Must complete within 10 days.

Send Notification Letter
to Household.

NOTIFICATION LETTER FOR SCHOOL MEALS

Dear Parent/Guardian,

This letter is a notification of meal benefits for your child(ren). Your child has been:

Assessed

<input type="checkbox"/> Approved for free meals	<input type="checkbox"/> Income over the allowable amount
<input type="checkbox"/> Approved for reduced-price meals at _____	<input type="checkbox"/> SNAP/CAFOFIS case is invalid
<input type="checkbox"/> _____	<input type="checkbox"/> Incomplete application. The following is missing:

If you do not agree with this decision or you wish to appeal, you have the right to file an appeal. This can be done by:

Name: _____ Address: _____

The reason for benefits at any time during the year is based on the information that is submitted and verified in a household income interview conducted at the time of the assessment.

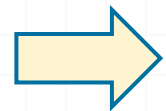
This notification may qualify your child for other benefits and benefit educational programs. Take this letter to benefits.

Non-discrimination Statement: This explains what the law requires for non-discrimination based on race, ethnicity, national origin, sex, disability, or religion. The Department of Education, Office of Civil Rights, 1400 Independence Avenue, Suite 1015, Washington, DC 20540-0105, (202) 719-7430, www.ed.gov, is a federal opportunity provider and employer.

SCHOOL IN SESSION Check List

Create Benefit Issuance Document (BID)	By 1st Operating day
Count and Claim for students at Point of Service (POS)	<i>Daily, during each meal service</i>
Perform Daily Edit Checks	<i>Daily, after each meal service</i>
Submit claim for reimbursement of previous month via CNP Web	<i>1st-10th of each month</i>
Discontinue prior year's benefits for households that have not reapplied. (Move to paid status)	On the 30th Operating Day
Annual Financial Report Due	(Oct 1st- private schools, BIA schools, RCCI) (Oct 15th- public schools)
Verification	Oct. 1st – November 15th DUE February 1st
Run Direct Certification #2	3 Months from the first Direct Certification Report
Run Direct Certification #3	6 Months from the first Direct Certification Report

The following slides will review counting and claiming requirements.



Counting and Claiming

How do I count meals during a Base Year?

Meals are still counted at the Point of Service and by eligibility category (F/R/P).

How do I submit my claim in CNP Web in a Base Year?

Claims are still submitted monthly, and SFAs are still required to enter the total free meals, total reduced price meals and total paid meals.



Counting and Claiming

Scenario:

The manager at Happy Elementary checks the list at the POS to see how many meals came through today.

The POS indicates a total of 400 lunches, but it doesn't indicate how many are free, reduced and paid.



#10. Should the manager be worried?



#11. What is your school's method for meal counting?

Counting and Claiming

Scenario:

The manager at Happy Elementary checks the list at the POS to see how many meals came through today.

The POS indicates a total of 400 lunches, but it doesn't indicate how many are free, reduced and paid.



#10. Should the manager be worried?

The manager should be worried; since she **MUST** claim children by their appropriate free, reduced and paid categories.

Complete Daily

Daily Edit Check

School:		Enrollment (Membership):								<input type="checkbox"/> National School Lunch Program			
Month:		Attendance Factor (AF):								<input type="checkbox"/> School Breakfast Program			
Day of Month:	A	B	C	D	A	B	C	D	A	B	C	D	TOTAL COUNTS:
	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	
1		0.00%	0			0.00%	0			0.00%	0		0
2		0.00%	0			0.00%	0			0.00%	0		0
3		0.00%	0			0.00%	0			0.00%	0		0
4		0.00%	0			0.00%	0			0.00%	0		0
5		0.00%	0			0.00%	0			0.00%	0		0
6		0.00%	0			0.00%	0			0.00%	0		0
7		0.00%	0			0.00%	0			0.00%	0		0
8		0.00%	0			0.00%	0			0.00%	0		0
9		0.00%	0			0.00%	0			0.00%	0		0
10		0.00%	0			0.00%	0			0.00%	0		0
11		0.00%	0			0.00%	0			0.00%	0		0
12		0.00%	0			0.00%	0			0.00%	0		0
13		0.00%	0			0.00%	0			0.00%	0		0
14		0.00%	0			0.00%	0			0.00%	0		0
15		0.00%	0			0.00%	0			0.00%	0		0
16		0.00%	0			0.00%	0			0.00%	0		0
17		0.00%	0			0.00%	0			0.00%	0		0
18		0.00%	0			0.00%	0			0.00%	0		0
19		0.00%	0			0.00%	0			0.00%	0		0
20		0.00%	0			0.00%	0			0.00%	0		0
21		0.00%	0			0.00%	0			0.00%	0		0
22		0.00%	0			0.00%	0			0.00%	0		0
23		0.00%	0			0.00%	0			0.00%	0		0
24		0.00%	0			0.00%	0			0.00%	0		0

Daily Edit Checks are still required to ensure that you are not claiming more meals than eligible children in Free, Reduced and Paid categories.

A template can be found on the [Program Forms ADE webpage](#).

Counting and Claiming

Scenario:

The manager at Happy Elementary looks at the Daily Edit Check for the day that 400 total meals were counted. She knows there are 432 enrolled students
380 are Free, 41 are Reduced and 11 are Paid



#12. Did the staff complete the Daily Edit Check correctly?

School:	Happy Valley				Enrollment (Membership):		432		<input checked="" type="checkbox"/> National School Lunch Program				
Month:	September				Attendance Factor (AF):		98.50%		<input type="checkbox"/> School Breakfast Program				
	A	B	C	D	A	B	C	D	A	B	C	D	
Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
1	432	98.50%	426	400		98.50%	0			98.50%	0		400
2		98.50%	0			98.50%	0			98.50%	0		0
3		98.50%	0			98.50%	0			98.50%	0		0
4		98.50%	0			98.50%	0			98.50%	0		0

How Does Claiming Work?

The way CNP Web calculates your claim during the non-base year is the main difference between Provision 2 and Provision 3.

	Provision 2	Provision 3
Base year:	Meals are counted at the POS and claimed according to each child's eligibility (F/R/P). Must be non-pricing*	Meals are counted at the POS and claimed according to each child's eligibility (F/R/P). Non-pricing. <i>Can only be pricing after consulting the state agency*</i>
Non-base years:	Only total meals are recorded at the POS and claims are based off of the claiming percentages established in the corresponding month from the base year. Must be non-pricing*	Only total meals are recorded at the POS and claims are based off of actual meals served in the corresponding month from the base year. These meals are adjusted for number of days served and enrollment. Must be non-pricing*

Provision 2 – Claiming

Claiming percentages are established for each category (F/R/P) from data collected during the base year.

For example:

- *Your non-base year claim for November will use November's base year claim data.*
- *Your non-base year claim for December will use December's base year claim data.*

Official claiming percentages are calculated by the Arizona Department of Education and programmed into CNP Web; they are automatically applied to non-base year claims.

How does it work?



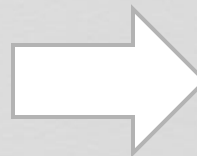
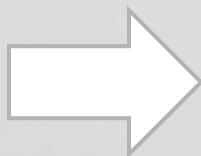
Reimbursement for Provision 2 during the **non-base years** is determined by applying the percentages of free, reduced price and paid meals served during the corresponding month of the base year to the total meal count for the claiming month.

CNP Web talks to BASE YEAR claim from AUGUST. Out of the total meals in the AUGUST BASE YEAR:

80% were Free

10% were Reduced

10% were Paid



Input TOTAL MEALS for the month of AUGUST during the Non-Base Year.

FOR EXAMPLE, 100 total meals for the month.

NON BASE YEAR claim AUGUST:

EXAMPLE 100 TOTAL

80% Free = 80

10% Reduced = 10

10% Paid = 10

How does it work?

Remember, during the Provision 2 **non-base year**, each corresponding month of the base year is used for the claiming month. The Non-Base Year claim for September will reflect with the September Base Year claim percentages.

**CNP Web talks to
BASE YEAR claim
from SEPTEMBER. Out
of the total meals in
the SEPTEMBER BASE
YEAR:**

85% were Free

5% were Reduced

5% were Paid



**Input TOTAL MEALS for
the month of SEPTEMBER
during the Non-Base
Year.**

**FOR EXAMPLE, 100 total
meals for the month.**

**NON BASE YEAR
claim SEPTEMBER:
EXAMPLE 100 TOTAL**

85% Free = 85

5% Reduced = 5

5% Paid = 5

Claims for Non Base Year Provision 2

Example: Month of November

Percentages are used for the claim data which assume that free, reduced and paid eligible students will be consistent each month of each year.

In this example, the base year had 72% of their meals claimed as free in November. Provision 2 assumes that in November during each non base year, 72% of the total meals are free.

	Base Year Claim for November	Percentage	(Multiply) X	Non-Base Year Total Meals in November	(Equals) =	Non-Base Year Claim for November
Free	1045	72.60%		1650		1198
Reduced	212	14.70%				243
Paid	182	12.70%				209
Total Meals	1439	100%				1650

Provision 3 – Claiming

- Provision 3 provides administrative relief in the form of alternate claiming using monthly reimbursement amounts from base year claims during non-base years.
- **These amounts are adjusted for inflation, enrollment and operating days.**
- Official claiming amounts are calculated by the Arizona Department of Education and programmed into CNP Web; they are automatically applied to non-base year claims.

Adjusting Claims for Provision 3

Provision 3 Claiming Adjustment for the month of November Example Using **Free** Meals

	Step 1	Step 2	Step 3
Action	Percent Change Enrollment	Enrollment adjusted meals	Serving day adjusted meals
Steps	November Non-Base year enrollment ÷ November base year enrollment	November Base year free meals x percent change enrollment	(November Base year serving days ÷ November Non-Base serving days) x enrollment adjusted meals
Example	$210 \text{ (NBY)} \div 200 \text{ (BY)} = 1.05$	$1045 \times 1.05 = 1097.25$	$(16 \div 18 = 0.89) \times 1097.25 = 1232.87$

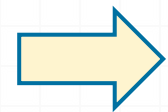
The same formula is repeated for reduced and paid meals. In the State of Arizona, the CNP Web claiming system calculates the data above automatically on behalf of the SFA for each month.

Since there were 10 extra kids and 2 extra days in the non-base year for November, 1232 meals are reimbursed at the free rate compared to the 1045 from the base year.

SCHOOL IN SESSION Check List

Create Benefit Issuance Document (BID)	By 1st Operating day
Count and Claim for students at Point of Service (POS)	<i>Daily, during each meal service</i>
Perform Daily Edit Checks	<i>Daily, after each meal service</i>
Submit claim for reimbursement of previous month via CNP Web	<i>1st-10th of each month</i>
Discontinue prior year's benefits for households that have not reapplied. (Move to paid status)	On the 30th Operating Day
Annual Financial Report Due	(Oct 1st- private schools, BIA schools, RCCI) (Oct 15th- public schools)
Verification	Oct. 1st – November 15th DUE February 1st
Run Direct Certification #2	3 Months from the first Direct Certification Report
Run Direct Certification #3	6 Months from the first Direct Certification Report

The following slides will review Verification requirements.



Oct 1-Nov 15
Due: Feb 1

Verification

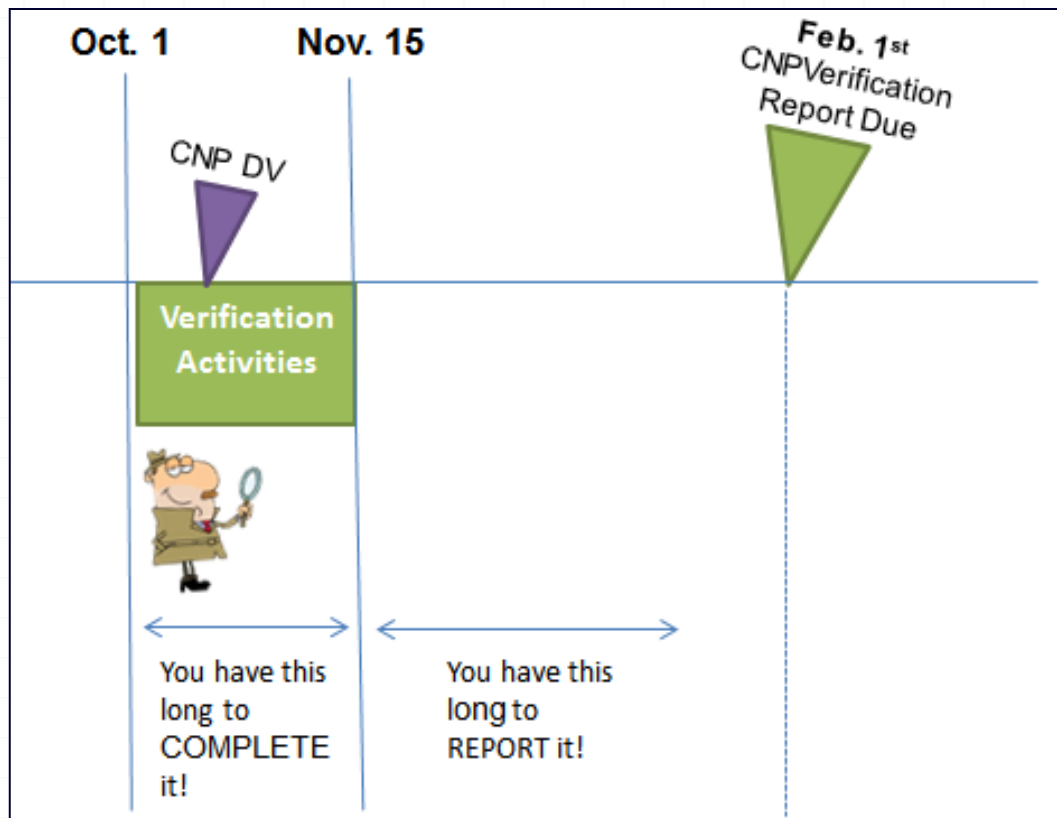
SFAs are still required to:

Conduct Verification Activities

which occurs during October 1-November 15th. A small sample size of applications are selected and SFAs must verify the information with the household.

Submit the Verification Report

which is due by February 1st. Must submit report through common login.



Keep for 5+
years

Record Retention

- Retain specified base year records for the entire period that the school operates under Provision 2 and Provision 3 (base year plus all extensions), plus five years, or longer if there are audit findings and until resolution of the findings.



Keep ALL your
base year
records!

Changing Provisions

While operating Provision 2/3, you may decide this program is not working for your organization. The next slides will review how to stop operating under Provision or if you want to switch Provisions.

Stopping Provision

At any time you can go back to regular operation of NSLP:

- First notify ADE and establish date for change in reimbursement claiming process.
- The SFA must notify households and distribute household applications.
- A minimum of 30 additional days of non-pricing is required for the transition.
- The SFA must resume normal counting and claiming.

Am I on the Right Provision?

Which is most reflective of our site(s)?

Population and participation fluctuate

- *Most schools on Special Assistance have enough turn over for the percentage claiming style of Provision 2 to be beneficial.*

Population and participation stable

- *In some cases, such as boarding schools, the population of the school is stable enough to benefit from Provision 3.*

If you're not sure, ask your School Nutrition Programs specialist!

Can I Change from Provision 2 to 3?

Changing from Provision 2 to 3

- Must get ADE approval – request on school letterhead
- All sites on Special Assistance may only participate in a cycle of 4 years (combined).
- The SFA must submit updated Free and Reduced Price Policy Statement and addendum.

Can I Change from Provision 3 to 2?

Changing from Provision 3 to 2

- The SFA's Provision 3 base year **must** have been non-pricing.
- The SFA must get ADE approval- request on school letterhead.
- All sites on Special Assistance may only participate in a cycle of 4 years (combined).
- The SFA must submit updated Free and Reduced-Price Policy Statement and addendum.

Can I Change from Provision 2/3 to Community Eligibility Provision (CEP)?

At the end of your base year, you may decide to operate CEP instead of your first non base year.

- Must submit CEP application to ADE by required due date (June 30th).
- SFA will use Direct Certification data as of April 1 of the current program year.
- All sites operating CEP will start a 4-year cycle.

For more information regarding the CEP, please go to the [ADE Special Assistance Webpage](#).



Applying for a Base Year

Applying for a Base Year

When to Apply

SFAs need to apply in advance to operate a Base Year.

The application and supporting documents are due May 1st of the current program year. Approval will be granted for the following program year.

For example: Program Year 2013-2014	Program Year 2014-2015
May 1 st , apply for a Base Year	With approval, begin operating a Base Year

Applying for a Base Year

How to Apply

May 1	Submit to ADE: <ul style="list-style-type: none">• Special Assistance Application• Revised Free and Reduced Price Policy Statement and addendum• Base Year Training Training/Worksheet (what you're doing now!)
End of May	Receive notification from ADE if approved to operate a base year



*All 3
documents
due by
May 1st!*

Applying for a Base Year Special Assistance Application

Click on the [Special Assistance Application](#).

- Indicate Provision 2 or Provision 3
- List all sites that wish to apply for the base year
- Answer questions #3-#6.
- Get authorizing signer to sign and date.

Arizona Department of Education
Child Nutrition Program
Special Assistance Application

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for the Special Assistance Program, please complete this application. Once completed, submit the application to the Special Assistance coordinator at the Arizona Department of Education, Child Nutrition Programs for review. Please note that this application is not approved until you receive an official letter of approval from this department.

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance provision that will be operated: _____

2. Indicate the number of sites that will be participating in the Special Assistance Program: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. During the base year each sponsor must demonstrate compliance with all certification, counting/claiming, and verification procedures during an administrative review. Is this requirement understood? Y ☐ N ☐

4. A sponsor may not supplement its meal service operation with any federal funds other than USDA reimbursement, BIA funds and any other source earmarked for meal service. Is this requirement understood? Y ☐ N ☐

5. A qualified representative is required to attend the A+ School Lunch Workshop and Provision 2 & 3 training prior to the first operating day of the base year and Provision 2 and 3 training in each non-base year. Is this requirement understood? Y ☐ N ☐

6. Have you read and understood the requirements of Special Assistance (see Special Assistance guidance manual)? Y ☐ N ☐

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes.

Print name (authorized signatory): _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date of Last Review: _____ Passed: Y ___ N ___

Approved: Y ___ N ___ Original Base Year: _____ Provision: _____

Approved By: _____ Date: _____

Additional Information/Comments: _____

Applying for a Base Year Free and Reduced Price Statement



ARIZONA DEPARTMENT OF EDUCATION
Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Free and Reduced-Price Policy Statement Revised Summer 2015

Introduction

In accordance with 7 CFR 245.10, each Local Educational Agency (LEA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program with the free milk option must have an approved free and reduced-price policy statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. LEAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new sponsor application process. The policy statement becomes a permanent document, but must be amended when the LEA makes a substantive change to its free and reduced-price policy. Amendments must be submitted for review by ADE by October 15 each year.

Policy Statement

Sponsor Name:

This statement applies to the programs in which the sponsor will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits, Sponsor Name wishes to state the following:

- A. Sponsor Name's CNP Web Sponsor Application will be updated each school year to reflect the following:
- The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE;
 - And/or a customized household application, application letter, and notification letter has been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use.

B. Name and/or Title is the LEA official that has been designated to make eligibility determinations.

1



ARIZONA DEPARTMENT OF EDUCATION
Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Free and Reduced-Price Policy Statement- Addendum: Special Provision Option 2 Revised Summer 2015

Introduction

This addendum is in addition to/in lieu of where applicable to the Free and Reduced-Price Policy Statement as some or all sites operating the NSLP and/or SBP will be participating in Special Provision Option 2 (Provision 2). It must be provided to ADE when schools begin participation in Provision 2.

Policy Statement

Sponsor Name:

This statement applies to the following schools operating Provision 2 and the meal services indicated:

School(s): (check all that apply) NSLP ☐ SBP ☐

Sponsor Name wishes to state the following:

- A. Sponsor Name acknowledges that this addendum becomes effective when CNP Web Site and Sponsor Applications have been updated to reflect Provision 2 participation AND a Provision 2 application containing the following has been submitted by Sponsor Name and approved by ADE:
- A list of all schools participating in Provision 2,
 - The initial school year of implementation for Provision 2,
 - The school years the cycle is expected to remain in effect,
 - The school year that Provision 2 must be reconsidered,
 - The available and approved data that will be used in reconsideration, as applicable.
- B. Sponsor Name will publicly notify and certify students for free and reduced-price benefits for up to four consecutive school years, provided that eligibility determinations are in accordance with 7CFR 245.3 during the first school year.

1

- Update your Free and Reduced Price Policy Statement.
- Complete the Addendum for the option you are applying for; either Provision 2 or Provision 3.

Applying for a Base Year Training Worksheet

Base Year Provision 2 and 3 Web-based Training Worksheet

Please scan & email this completed form along with the Free/Reduced Price Policy and Special Assistance Application to Cori.Hensley@azed.gov or fax the completed form to (602) 542-1531 Attention: Cori Hensley

SFA Name:
CTD Number:
Your Name:

1. Why do you need to operate a base year before you can operate non-base years?
2. What are the differences between a base year and non-base year?
3. In order to pass a base year, does the site only need to pass their ADE administrative review?

APPLYING FOR A BASE YEAR

4. What three forms must be submitted to ADE when applying for a base year?
 - 1.
 - 2.
 - 3.

OPERATING A BASE YEAR

5. What is the main difference between operating a base year and operating normal NSLP?
6. What is the difference between non-pricing and free meal benefits?

BEFORE SCHOOL STARTS

7. Explain what you did to notify the public and the school's households that you were non-pricing.
8. At minimum, how many times must a site conduct Direct Certification?
9. Do you have to notify households of their eligibility status after:
 - i. Conducting Direct Certification? Yes or No
 - ii. Certifying the Household Application? Yes or No

- All questions must be completed!

Applying for a Base Year

Submit to ADE by May 1st

Submit these forms:

- Special Assistance Application
- Updated Free and Reduced Price Policy Statement
- Training Worksheet

Submit to:

Arizona Department of Education

By Email: ADESchoolNutrition@azed.gov

By Fax: (602) 542-1531

By Mail: 1535 W Jefferson St. Bin #7

Phoenix, AZ 85007